

The Director of Central Intelligence  
Washington, D.C. 20505

National Intelligence Council

18 October 1985

MEMORANDUM FOR: Director, Analytic Group

FROM: Charles Allen  
NIO for CT-NARC

SUBJECT:

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1. I wish to commend the outstanding performance of  during the time she substituted as secretary to the NIO for Counterterrorism and Narcotics.  found herself involved during a time of very intense activity because of recent terrorist incidents and was confronted with a welter of documents to file, memoranda to type, and meetings to arrange. She handled this activity with aplomb and with great dispatch.

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2. Although relatively new to the Agency, it is clear that she is already an accomplished secretary and that she has excellent career prospects. I would be grateful if you would have this memorandum placed in her personnel file and also bring it to her attention.

  
Charles Allen

cc: AO/NIC

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